

New Admissions Document Transmittal Worksheet

Head of Household: _____
Last First Middle/Maiden
Date of Transmission: _____ Region: _____ HST Agency: _____ HH Size: _____
HST Representative: _____ HST Rep Phone: () - _____

Declaration of Citizenship (Section 214; needed for every household member)

Documentation of Alien Registration or Form I-94 Number (for Eligible Non-Citizens Only)

Documentation of Name, SSN, & Birth Date (age)

NOTE: If an original print-out or document generated by federal or local government contains the name, SSN, and birth date, the document can be accepted as verification of all three.

- **Name**
 - Birth Certificate
 - Applicants/Participants with a name different from what is on their birth certificate (and which is not the result of a typographical error) must provide evidence of a name change such as a marriage certificate, divorce decree, legal document, or court order.
 - Federal or state government issued picture identification
- **SSN**
 - Original Social Security Card
 - Original document issued by a federal or state government agency, which contains both the name and SSN
 - If SSN Documentation is unavailable at the time of application, participants have 90 days from the move-in date to furnish documentation. Tenant Declaration must still be submitted.
- **Birth Date**
 - Birth Certificate
 - Adoption Certificate (showing birth date)
 - Federal or state government document that shows birth date

Documentation of Legal Identity (identifying each household member and *confirming relationships*)

- Birth Certificate, Church Issued Baptismal Certificate
- Driver's Licenses or other government-issued picture identification
- Income Tax Returns, US Military Discharge Form (DD 214), Adoption Certificate, Health and Human Services ID, School Records

Authorization of the Release of Information (HUD-9886)

- Form must be signed by all household adult household members (18 and older)

Criminal Background Release Form

- Form must be signed by all household adult household members (18 and older)

Statement of Family Responsibility (signed by Head of Household)

PSH Consent Form

Disability Verification

- This form is necessary in all cases *except* those in which SSI/SSA documentation clearly indicated disability status

Lead-Based Paint Disclosure Form

HUD-52675 Debts Owed to Public Housing Agencies

- Form must be signed by all household adult household members (18 and older)

Eligibility Questionnaire (EQ) & All Supporting Documents (fewer than 60 days old)

- Include all supporting documents of declared assets, income, expenses, and deductions

Original PSH Application